

J O B D E S C R I P T I O N

TITLE: MACHINE SHOP SUPERINTENDANT (M.S.S.)

SALARY BRACKET: \$12,000.= to \$18,000.= per year.

RESPONSIBILITIES:

The machine shop superintendant shall be directly responsible to the Vice President in charge of manufacturing.

DUTIES:

1. It shall be the duty of the M.S.S. to work in close harmony with both Production and Production Engineering departments, giving first priority to direct production tasks over all other dept's.
2. All machine shop requirements shall be controlled by the issuance and use of shop work orders (Ref. form No.). It shall be the responsibility of the requesting department to clearly define the task on this work order and forward to the M.S.S.. The M.S.S. shall then be responsible for balancing and scheduling each task in order of priority. If there is a conflict with regard to priority due to shop work load, the M.S.S. shall be responsible to contact the requesting departments and adjust schedules accordingly. If schedules cannot be adjusted accordingly, and it appears that decisions on such things as working overtime; increasing manpower; purchasing additional equipment or whatever it will take to maintain schedules, the M.S.S. shall present the facts to the Vice President in charge of manufacturing to assist in reaching a decision. If necessary, the V.P. of Mfg. will arrange a conference with any person or persons he deems necessary in order to expedite the matter.
In the event that the V.P. of Mfg. is unavailable for finalizing a decision, and the M.S.S., in his judgement, feels that it demands immediate attention, he shall contact the President who will assist accordingly.
3. The M.S.S. shall also be responsible for completing all purchase order requisitions (Ref. form No.) for all tools and materials required to complete each task unless otherwise stated on the Shop Work Order. This does not apply to standard follow-on procurements of production materials.
4. The M.S.S. shall further be responsible for the maintenance of all machine shop equipment and material handling within the machine shop area. He shall also be responsible for the safety of all personnel within this area regardless if they are Gremlin employees or visitors.

Sheet 2 (Job description-Machine Shop Superintendent)

5. The M.S.S. shall be responsible to the V.P. of Mfg. for all employee wage and performance reviews within the machine shop department. Any adjustments in salary or personnel within that department shall have the final approval of the V.P. of Mfg., and shall notify such personnel accordingly.
6. If it is known that the M.S.S. is to be absent from work (regardless of reason) He shall notify the V.P. of Mfg. accordingly, and either tell who he has placed in charge during his absence or request the V.P. of Mfg. to appoint a replacement during his period of absence.
7. On all other matters of major importance that may arise from time to time, which could, in the opinion of the M.S.S., affect the overall efforts of the Corporation, the M.S.S. shall immediately bring such matters to the attention of the V.P. of Mfg.

end

5. The M.S.S. shall be responsible to the V.P. of Mfg. for all employee work and performance reviews within the Machine Shop Department. Any adjustment in salary or personnel within that department shall have the final approval of the V.P. of Mfg., and shall notify such personnel accordingly.

6. If it is known that the M.S.S. is to be absent from work (regardless of reason) he shall notify the V.P. of Mfg. accordingly, and either shall have his place filled in charge during his absence or request the V.P. of Mfg. to appoint a replacement during his period of absence.

7. On all other matters of major importance that may arise from time to time, which would, in the opinion of the M.S.S., affect the overall efforts of the Corporation, the M.S.S. shall immediately bring such matters to the attention of the V.P. of Mfg.

and

140.00	
20.00	Brian
10.00	Theresa
650.00	Jonathan
<u>\$820.00</u>	
400.00	Mon
<u>\$1220.00</u>	

25.00	
5.00	
<u>\$1600.00</u>	
\$1630.00	
220.00	Waters
<u>\$1850.00</u>	
\$1220.00	

PROJECT CO-ORDINATOR

019.367-014

Works under general direction of Project Engineer and Chief Engineer following established procedures for engineering program (Project) and task development. Plans and co-ordinates relative functions between various Engineering groups, Software, Drafting, and Production Departments.

1. Originates preliminary bills of material and work breakdown. Distributes tasks for scheduling and program structure.
2. Prepares progress reports, analyses, and makes various investigations as required.
3. Originates purchase requisitions where required for prototype parts and sub-assemblies.
4. Assists efforts of Project personnel to meet schedules and recommends certain changes where necessary to meet specifications.
5. Acts as liaison between various departments and provides some technical assistance where changes are needed for production efficiency.
6. Checks off and signs various Project drawings and prepares Release Document package for production.
7. Does related work and special tasks as required for Project and Engineering Support.

PROJECT CO-ORDINATOR

019.367-014

Works with minimum supervision under general instructions and established guidelines. Makes certain decisions on specifications where action is required to meet performance requirements.

The Education background should be equivalent to two years of college or technical school.

Experience of two to four years in some systematic related job function or production capacity.

The Responsibilities of this position require patience, ease of communication, quickness in learning and the ability to recognize and define abstract concepts quickly. Accuracy is also essential as errors at this level could cause release delays and possible dollar losses in committed materials and engineering time.

This position does not require the supervision of sub-ordinates.